Chemical Engineering Academic Advising
2015-2016 Academic Year

Check out our advising webpage and FAQs
http://www.mtu.edu/chemical/undergraduate/advising/

Can’t find the answer on our advising webpage?
cmadvise@mtu.edu

Have a registration problem, need a form, or don’t know where to go for something?

Need help with schedule planning, minors, co-ops, study abroad, changing majors, or degree audits?

Make an appointment with Katie.
Chem Sci room 202M
Use your Google calendar to schedule.
Don’t know how to do this?
See link above for our FAQs.
Do I need to bring anything to my appointment?

Yes. Please be prepared. Before your appointment take a look at your transcript on Banweb. It is important that you know exactly what classes are on it.

Bring the following with you to your appointment:

1. The flowchart or academic plan with classes crossed off that you’ve already completed and are currently taking. Use the elective worksheet on the back of the academic plan to track your elective courses.
2. A list of any classes on your transcript that you don’t know where they belong on the elective worksheet.
3. A list of classes that you plan to take next semester and beyond, even if it is a rough draft. The semester planning worksheet will help with this.
4. Anything we worked on during previous appointments.
5. The folder containing advising handouts that you got during orientation or when you changed majors.

Copies of the advising handouts are also available on the department’s Advising Handouts webpage.

How do I make an appointment with a ChE advisor?

Directions for finding an available time and scheduling an appointment are below:

1. Login to your Michigan Tech Google account.
2. Choose the Calendar Tab.
3. Create a new event by clicking on your calendar.
4. Enter a title for your appointment.
5. IMPORTANT – Find an available appointment time.
   a. Click on “Edit event”.
   b. Click on the “Find a time” tab.
   c. Add a guest to your appointment.
      i. Located on the far right hand side of the page.
      ii. For an appointment with Katie, enter kt@mtu.edu.
      iii. The calendar for your guests will appear with busy and open times indicated.
   d. Modify event date and time to a time when you are both available.
      i. Event date and time are located at the top of the page.
      ii. If you do not see any available times, try another day.
      iii. Most advising appointments are a half hour long.
      iv. The proposed appointment time will show up on the calendars as a box with moving dashed lines.
6. Click Save.
7. The appointment will show up on your calendar. Check that it is at the day and time you intended.
8. The person that you’ve invited will receive notification of a meeting request. You will receive notification if they can or cannot attend.